



CITY OF GLENDALE, CALIFORNIA

Film Office

613 E. Broadway, Suite 200

Glendale, CA 91206-4308

TEL (818) 548-4844 FAX (818) 547-6740

Submittal Date

FILM PERMIT APPLICATION

Please fill out information in detail. Your permit will not be processed if a plot plan is not submitted.

Don't forget to sign on page 5. Email all documents to FilmandEvents@glendaleca.gov.

PRODUCTION INFORMATION

Company: _____ Street Address: _____

City/State/Zip: _____ Office Phone: _____

Location Manager: _____ Phone: _____

Email: _____ Emergency Phone: _____

Type of Film

- | | | |
|---|---|---------------------------------------|
| <input type="checkbox"/> Television | <input type="checkbox"/> Stills | <input type="checkbox"/> Music Video |
| <input type="checkbox"/> Motion Picture | <input type="checkbox"/> Non-Profit | <input type="checkbox"/> Short Film |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Student | <input type="checkbox"/> Educational |
| <input type="checkbox"/> Video | <input type="checkbox"/> Internet / Web | <input type="checkbox"/> Documentary |
| | | <input type="checkbox"/> Other: _____ |

Project Name / Title: _____

Base Camp / Crew Parking: _____

If using Parks Facility ☐ Civic Center Plaza ☐ Other _____

Provide number of each type of vehicle and equipment that will be placed on public or private property

Cast / Crew: _____ Extras: _____ Cars: _____

Trucks: _____ Vans: _____ Motor Homes: _____

Trailers: _____ Picture Cars: _____ Portable Restrooms: _____

Catering: _____ Condor(s): _____ Generator(s): _____

Other: _____

PERMIT AGENCY INFORMATION

Permit Agency: _____ Phone: _____

Agency Rep: _____ Email: _____

Attach Completed Plot Plan for each location whether on private or City property. Include streets, cross streets, bus zones, requested postings, and lane closures.

Submit completed Filming Permit Neighbor Notification Form for all filming locations. Include signatures of all residents and businesses within 300 feet of the proposed filming and any residents or businesses whose property is in front of parking being requested.

Location 1: _____ Date(s): _____

Public Access? ☐ Yes ☐ No Base Camp: _____ Crew Parking: _____

Film Times: _____ Prep Times/Dates: _____ Strike Times/Dates: _____

Description of Scene:

Mark any of the following that will be used in the scene(s) for filming (all special effects require a fire permit)

- | | | |
|---|--|---|
| <input type="checkbox"/> Explosives | <input type="checkbox"/> Camera in Curblane | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Driving Shots | <input type="checkbox"/> Stunts | <input type="checkbox"/> Atmospheric Smoke |
| <input type="checkbox"/> Wet Down | <input type="checkbox"/> Exterior Filming | <input type="checkbox"/> Camera on Sidewalk |
| <input type="checkbox"/> Guns / Weapons | <input type="checkbox"/> Equipment on Sidewalk | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Interior Filming | <input type="checkbox"/> Special Effects | _____ |

Postings/Closures/Bus Relocation:

Requested Officer Hours (times, dates, activity):

Location 2: _____ Date(s): _____

Public Access? ☐ Yes ☐ No Base Camp: _____ Crew Parking: _____

Film Times: _____ Prep Times/Dates: _____ Strike Times/Dates: _____

Description of Scene:

Mark any of the following that will be used in the scene(s) for filming (all special effects require a fire permit)

- | | | |
|---|--|---|
| <input type="checkbox"/> Explosives | <input type="checkbox"/> Camera in Curblane | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Driving Shots | <input type="checkbox"/> Stunts | <input type="checkbox"/> Atmospheric Smoke |
| <input type="checkbox"/> Wet Down | <input type="checkbox"/> Exterior Filming | <input type="checkbox"/> Camera on Sidewalk |
| <input type="checkbox"/> Guns / Weapons | <input type="checkbox"/> Equipment on Sidewalk | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Interior Filming | <input type="checkbox"/> Special Effects | _____ |

Postings/Closures/Bus Relocation:

Requested Officer Hours (times, dates, activity):

Location 3:_____ Date(s):_____

Public Access? ☐ Yes ☐ No Base Camp:_____ Crew Parking:_____

Film Times:_____ Prep Times/Dates:_____ Strike Times/Dates:_____

Description of Scene:

Mark any of the following that will be used in the scene(s) for filming (all special effects require a fire permit)

- | | | |
|---|--|---|
| <input type="checkbox"/> Explosives | <input type="checkbox"/> Camera in Curblane | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Driving Shots | <input type="checkbox"/> Stunts | <input type="checkbox"/> Atmospheric Smoke |
| <input type="checkbox"/> Wet Down | <input type="checkbox"/> Exterior Filming | <input type="checkbox"/> Camera on Sidewalk |
| <input type="checkbox"/> Guns / Weapons | <input type="checkbox"/> Equipment on Sidewalk | <input type="checkbox"/> Others:_____ |
| <input type="checkbox"/> Interior Filming | <input type="checkbox"/> Special Effects | _____ |

Postings/Closures/Bus Relocation:

Requested Officer Hours (times, dates, activity):

Location 4:_____ Date(s):_____

Public Access? ☐ Yes ☐ No Base Camp:_____ Crew Parking:_____

Film Times:_____ Prep Times/Dates:_____ Strike Times/Dates:_____

Description of Scene:

Mark any of the following that will be used in the scene(s) for filming (all special effects require a fire permit)

- | | | |
|---|--|---|
| <input type="checkbox"/> Explosives | <input type="checkbox"/> Camera in Curblane | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Driving Shots | <input type="checkbox"/> Stunts | <input type="checkbox"/> Atmospheric Smoke |
| <input type="checkbox"/> Wet Down | <input type="checkbox"/> Exterior Filming | <input type="checkbox"/> Camera on Sidewalk |
| <input type="checkbox"/> Guns / Weapons | <input type="checkbox"/> Equipment on Sidewalk | <input type="checkbox"/> Others:_____ |
| <input type="checkbox"/> Interior Filming | <input type="checkbox"/> Special Effects | _____ |

Postings/Closures/Bus Relocation:

Requested Officer Hours (times, dates, activity):

Location 5: _____ Date(s): _____

Public Access? ☐ Yes ☐ No Base Camp: _____ Crew Parking: _____

Film Times: _____ Prep Times/Dates: _____ Strike Times/Dates: _____

Description of Scene:

Mark any of the following that will be used in the scene(s) for filming (all special effects require a fire permit)

- | | | |
|---|--|---|
| <input type="checkbox"/> Explosives | <input type="checkbox"/> Camera in Curblane | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Driving Shots | <input type="checkbox"/> Stunts | <input type="checkbox"/> Atmospheric Smoke |
| <input type="checkbox"/> Wet Down | <input type="checkbox"/> Exterior Filming | <input type="checkbox"/> Camera on Sidewalk |
| <input type="checkbox"/> Guns / Weapons | <input type="checkbox"/> Equipment on Sidewalk | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Interior Filming | <input type="checkbox"/> Special Effects | _____ |

Postings/Closures/Bus Relocation:

Requested Officer Hours (times, dates, activity):

Location 6: _____ Date(s): _____

Public Access? ☐ Yes ☐ No Base Camp: _____ Crew Parking: _____

Film Times: _____ Prep Times/Dates: _____ Strike Times/Dates: _____

Description of Scene:

Mark any of the following that will be used in the scene(s) for filming (all special effects require a fire permit)

- | | | |
|---|--|---|
| <input type="checkbox"/> Explosives | <input type="checkbox"/> Camera in Curblane | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Driving Shots | <input type="checkbox"/> Stunts | <input type="checkbox"/> Atmospheric Smoke |
| <input type="checkbox"/> Wet Down | <input type="checkbox"/> Exterior Filming | <input type="checkbox"/> Camera on Sidewalk |
| <input type="checkbox"/> Guns / Weapons | <input type="checkbox"/> Equipment on Sidewalk | <input type="checkbox"/> Others: _____ |
| <input type="checkbox"/> Interior Filming | <input type="checkbox"/> Special Effects | _____ |

Postings/Closures/Bus Relocation:

Requested Officer Hours (times, dates, activity):

GENERAL CONDITIONS AND RESTRICTIONS

1. Processing of permits by the City may take up to five full working days, excluding Fridays, when assignment of City personnel for traffic re-routing, interior filming, special effects, use of hazardous materials, or use of City property will occur during filming. Processing of all other filming permits may take up to three full working days, excluding Fridays.
2. All changes within 24 hours of filming must be reflected in a re-submitted General Filming Application form and pay a revision fee.
3. There is a per day fee when filming on City sidewalks and streets. Other location fees will apply when using City buildings and/or City properties.
4. This permit is issued to the applicant by the City of Glendale for the purpose of filming a commercial motion picture, television, film or still photography within the City of Glendale.
5. This permit must be in the possession of the applicant at all times while on location. Posted Parking Regulations and/or vehicle code regulations will be enforced, unless otherwise noted.
6. On or before the date of the expiration of this permit, the permittee shall remove from said properties all location sets, structures, rubbish, and unsightly matter placed on the property by the applicant, and in the event the applicant fails to do so, the City may cause the same to be done and applicant agrees to pay the City its cost incurred therefore.
7. This permit shall not be assigned by the applicant without the written consent of the City.
8. Applicant acknowledges and represents that it has inspected City properties, knows the condition thereof, and assumes full responsibility for any injury to persons or damage to property by reason of the use of said properties under this permit, and undertakes and agrees to release and hold harmless and indemnify the City and all its officers and employees from and against all actions, claims, loss, demands, expense, damage, or liability of any nature whatsoever, for death or injury to any person or damages to any property in any manner arising by reason of or incident to the exercise or enjoyment of the premises herein given whether or not caused solely or contributed to by any act or omission, active or passive, negligent or otherwise, of the City of any officer, employee, or agent.
9. Applicant must provide a Certificate of Insurance showing proof of General Liability with policy limits no less than \$1,000,000 Each Occurrence and \$2,000,000 General Aggregate. The Certificate of Insurance, along with an additional insured endorsement or a binder, must state: The City of Glendale, its officers, agents, and employees are hereby named as additional insureds. This insurance is primary to the coverage of the City of Glendale. The insurance company will not cancel, terminate, or reduce the insurance afforded under the policy unless 30 days' notice of such cancellation, termination, or reduction has been mailed to the City of Glendale. If the policy states that issuing company "will endeavor to mail 30 days written notice to certificate holder...", but failure to mail such notice shall impose no obligation or liability of any kind upon the company..., the words endeavor to an "but failure to mail..." must be crossed off and initialed by insurance representative.
10. In order for the insurance to be effective, it must be accompanied with one of the following:
 - a. An additional insured endorsement, with policy number on endorsement and signed by the insurance company or an authorized representative;
 - b. A binder attached to the insurance certificate to the same effect.
11. If parking is required on public property, the applicant will be required to post no parking signs 30-48 hours prior to when it is needed. The applicant must pay for No Parking Signs, Street Use Permit Fees, and a Street Use fee determined by Traffic Engineering Department. This shall apply to any parking reserved and/or for other than normal passenger vehicles. All no parking signs shall be removed by applicant immediately after the time authorized by the permit.
12. This permit may be terminated at any time by either of the parties hereto, and until so terminated, or its expiration, the applicant agrees to abide by all the terms and conditions hereof, and to pay all fees and charges herein provided. Violations of the terms and conditions of the permit may result in immediate revocation of the permit.
13. All applicable permit fees are listed on the Fee Sheet, which can be found on the City of Glendale's website.
14. All city personnel assignments will be scheduled in accordance to the "Requested Officer Hours" section of the permit application. Once personnel are on site, they will stay and be compensated for the duration of their scheduled assignment. The Applicant agrees to request and schedule accordingly.

We hereby accept this permit and agree to abide by all the terms and conditions hereof.

name (print)

signature

date

..... **CITY USE ONLY**

Departments Required for Review and Response: ☐ Police ☐ Fire ☐ Public Works ☐ Transit ☐ Parks ☐ Library

<u>Application Fee</u>	<u>Insurance Approval</u>